# Chapter Requirements

The following section contains the basic requirements that a chapter must fulfil and maintain. Guidelines provided by National can provide additional information on the specifics on how a chapter may choose to serve the regional SEM community, chapter members, and national members.

## Chapter Participation

The following characterizes how individuals participate in a chapter and defines membership and affiliate levels of participation. Details can be found in the NASEMC Chapter Guidelines.

1. Chapter membership is drawn from individuals.
   1. Chapter Members
      1. A member of NASEMC (an individual) is eligible to become a member of a regional Chapter of their choosing, if one exists.
      2. A member of NASEMC (an individual) can only be a member of a single regional Chapter but can be an affiliate of any additional Chapters of their choosing.
   2. Chapter Affiliates
      1. Chapters can have individual affiliates who are not members of NASEMC.
         1. Affiliates can attend Chapter events.
         2. Affiliates do not enjoy member benefits.
         3. The Chapter will maintain a list of affiliates.
2. Leadership positions
   1. Individuals serving on a Chapter Leadership Team are required to maintain membership in National.
   2. Each chapter must nominate one chapter member to serve on the Working Group Committee

## Benefits and Costs

* 1. Specific membership benefits are determined by the Chapter, based on the NASEMC Chapter Guidelines.
  2. Chapters cannot collect membership dues.

## Chapter Events

1. Chapters are required to hold an annual members-only business meeting
2. Chapters must hold at least one event annually that is open to Affiliates and Members.
3. Chapters may use events to generate revenue to defray expenses for the event and provide benefits to the Chapter Members, based on the NASEMC Chapter Guidelines.
4. Chapters will follow NASEMC Chapter Guidelines for establishing fees for events for both members and affiliates.

**NASEMC Chapter Agreement**

This Chapter Agreement clarifies what an NASEMC Chapter and the NASEMC should expect in their relationship with each other. The purpose of this document is to provide, in non-legal terms, an Agreement between NASEMC and this Chapter.

**OBLIGATIONS OF NASEMC TO THE CHAPTER**

1. Governance: NASEMC will provide templates of standardized policies and procedures related to chapter governance including sample bylaws, chapter formation, maintenance and termination processes.

2. Trademark and Intellectual Property: NASEMC grants the Chapter a limited license to use NASEMC properties (copyrights, trademarks, logos, etc.) in compliance with branding guidelines provided by NASEMC.

3. Collaboration: NASEMC leadership will host two meetings a year with leadership from all Chapters to disseminate information and collaborate amongst the Chapters. The meetings will be virtual or in-person.

4. NASEMC Obligations to Chapters:

* 1. Promote the value of the Chapter to broader audiences and provide supporting materials to enable membership marketing.
  2. Provide platforms so the Chapter can promote local events to a broader audience.
  3. Provide an email system with emails for three Chapter leadership members.
  4. Provide an online platform to host virtual Chapter events or meetings.
  5. Provide an online platform to collect Chapter event registrations.
  6. Develop and maintain data policies, especially as it relates to personally identifiable information.
  7. Provide additional centralized administrative services to facilitate all communication from Chapter leadership team members to its Chapter members and affiliates.
  8. Allocate annual funding of $X per member for chapters that fulfill their quarterly and annual reporting requirements.
  9. Maintain a membership database that includes Chapter associations.

**OBLIGATIONS OF CHAPTER TO THE NASEMC**

1. Promote the mission of the NASEMC in the Chapter’s region.
2. Use the bylaws template and ensure that mandatory requirements are followed.
3. The Chapter defines its boundaries (e.g. geographic border, scope, purpose, etc.)
4. Provide current copies of the Chapter Charter and follow the Chapter Bylaws.
5. Submit Chapter Reports quarterly (including financials).
6. Be in full compliance with NASEMC election processes (e.g. call for nominations, election, onboarding for new Chapter leaders).
7. Attend both NASEMC/Chapter collaboration leadership meetings.
8. Host at least one event per year for Chapter members.
9. Hold at least two Chapter leadership meetings per year and save leadership team meeting summaries to a shared file storage platform, as established by the NASEMC.
10. Send communication to Chapter members and affiliates at least quarterly and include NASEMC leadership members in the distribution list.
11. Align with the NASEMC’s mission and related policies to the extent applicable.
12. Comply with branding guidelines and NASEMC policies as they may relate to content and promotions.
13. Maintain a Chapter mailing list that includes affiliates and provide to the NASEMC.
14. Store all Chapter documentation within the NASEMC file storage platform.
15. Chapters shall be named according to this convention: NASEMC - (NAME) Chapter

If a Chapter does not meet the minimum obligations for (1) or more years, NASEMC will hold elections to replace the current leadership. If no new leadership is identified, the Chapter will be terminated. If the Chapter does not meet the minimum obligations for (2) or more consecutive years, NASEMC will terminate the Chapter.

The parties have caused this Agreement to be executed by their duly authorized representatives as of the date indicated below.

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| **North American SEM Collaborative**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  POSITION: NASEMC President  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  POSITION: NASEMC Treasurer | **CHAPTER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CHAPTER POSITION: President  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CHAPTER POSITION: Treasurer  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CHAPTER POSITION: Secretary  \_ |